



DEPUTY CLERK II

Email to apply: lcalderon@appeals.az.gov

TYPICAL HIRING SALARY RANGE:

\$34,587 - \$43,199 annualized, based upon experience.

FIRST REVIEW DATE:

March 21, 2016

POSITION SUMMARY: The Arizona Court of Appeals, Division One, is accepting applications for a Deputy Clerk II, a non-exempt hourly position. Deputy Clerks are responsible for the day-to-day operation of the Court. Under the direction of the Clerk of Court, Deputy Clerks process appeals arising from trial court, boards and commissions.

Essential duties may include, but are not limited to:

- Analyze information contained in court documents to create accurate court dockets
- Engage in professional level discussions with all levels of court staff, the legal community and the general public
- Knowledge of general office procedures
- Communication and interpersonal skills, both written and spoken
- Ability to achieve proficiency in using the court's case management and e-filing systems

MINIMUM REQUIREMENTS: College degree or equivalent combination of education and Court Clerk's Office experience.

Required Skills, Knowledge and Abilities:

- Ability to work well in a busy professional environment
- Maintain confidentiality regarding pending court cases and business processes.
- Organize and manage multiple projects simultaneously and changes in responsibilities, duties and procedures through cross training.
- Show initiative and sound judgement in decision making
- Close attention to detail and accuracy
- Ability to Work in a computer based data entry environment
- Proficient in Microsoft Word, Outlook, Excel and Adobe Acrobat X Pro.

Preferred Skills, Knowledge and Abilities:

- Prior experience working with legal documents
- Prior law-related professional or educational experience
- Ability to use Windows 8.1 or higher, and Office 365
- Speak, read and write in Spanish is a plus, but not required

REASONING ABILITY: Ability to analyze and solve problems independently and in group settings.

PHYSICAL REQUIREMENTS AND EQUIPMENT OPERATIONS: Ability to sit or stand for a major portion of the work day. Retrieve boxes and case files from low and high storage areas. Lift up to 30 pounds.

SELECTION PROCESS: Resume must be received no later than Monday, March 21, 2016. Send resumes to Lisa M. Calderon, HR Generalist, at lcalderon@appeals.az.gov, or Arizona Court of Appeals, Division One, 1501 West Washington Street, Room 203, Phoenix, AZ 85007.

Only applicants whose background most closely meets the requirements of the position may be invited to interview. Requests for special accommodation to participate in the interview process should be made at the time you are contacted to schedule an interview. The selection process may include first and/or second round panel interviews. This position is open for both internal and external recruitment.

The Arizona Court of Appeals, Division One offers an excellent benefits package, including choice of plans for optional Medical, Dental, Deferred Compensation, Flexible Spending Accounts, Life Insurance, Long Term and Short Term Disability. Participation in the Arizona State Retirement System is mandatory.

Other perks include annual accrual of vacation and sick leave, ten paid holidays, access to free parking, discounted bus fares and the State's Employee Assistance Program.